



**Little River Band of Ottawa Indians**  
**Tribal Government**  
*375 River Street*  
*Manistee, Michigan 49660*  
*(231)723-8288*

**Title:     **Surveillance Supervisor****  
****Gaming Department****

***Summary:***

Responsible for supervising the Surveillance staff on assigned shift for the Little River Band of Ottawa Indians Gaming Commission.

***Required Knowledge & Certification:***

- ❑ High School Diploma or GED
- ❑ 3 years gaming surveillance experience
- ❑ Must be at least 21 years of age
- ❑ Knowledge/experience of all gaming operations and games
- ❑ Basic mathematical knowledge

***Preferred:***

- ❑ 1 year supervisory experience in specific field

***Required Skills:***

- ❑ Strong computer skills with experience in Microsoft Office
- ❑ Strong project management skills
- ❑ Strong organizational skills
- ❑ Strong written and verbal communication skills
- ❑ Strong interpersonal communication skills
- ❑ Accurate and detail oriented
- ❑ Strong problem solving skills

***Required Abilities:***

- ❑ Ability to maintain high confidentiality
- ❑ Ability to independently manage multiple tasks in professional manner
- ❑ Ability to work independently with minimum supervision
- ❑ Ability to work cooperatively with all departments
- ❑ Ability to manage extensive amounts of paperwork
- ❑ Ability to operate most office equipment (computer, fax, copier, etc.)
- ❑ Ability to maintain a professional demeanor

***Salary:*** This is a Level 4 position (\$29,515 - \$47,694); Exempt – Salary –Weekly pay

***Individuals, who are interested in the above position, please submit a resume and completed application to the Human Resource Department, at the address above. Questions should be directed to the Human Resource Department.***

***Tribal Preference will apply according to Tribal law and policies.***

***Conditions of employment with The Little River Band of Ottawa Indians Tribal Government include passing a pre-employment drug test, a background investigation, and successfully completing a 90-day probationary period. Candidates for this position will be required to have dependable transportation available to them without notice.***

Posted 07/29/10  
Remove 08/12/10